



# Vacancy Announcement

Embassy of the United States Of America  
Juba, South Sudan

<b>TO:</b> All Interested Candidates (All Sources)	<b>APPROVED BY:</b> Management Officer, Richard J. Peterson	
<b>FROM:</b> Management Office	<b>DATE:</b> 06/13/2016	<b>No:</b> Juba-2016-INL-36
<b>SUBJECT:</b> Senior Program Manager		

**OPEN TO:** All Interested Candidates (All Sources)

**POSITION:** Senior Program Manager, FSN 10; FP-AA

**OPENING DATE:** June 23, 2016

**CLOSING DATE:** June 29, 2016

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*Ordinarily Resident (OR): US\$34,106.1 p.a. (Starting salary) (Position Grade: FSN-10);  
Not-Ordinarily Resident (NOR): (Starting salary determined by Washington) (Position Grade: FP-AA)

\*ALL [ORDINARILY RESIDENT APPLICANTS](#) MUST HAVE THE REQUIRED SOUTH SUDANESE WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. The U.S. Embassy is not able to assist candidates to obtain work/residency permits.

The Embassy of the United States in Juba is seeking to hire an individual for the Senior Program Manager position in the International Narcotics and Law Enforcement Affairs (INL) Office.

## **BASIC FUNCTION OF POSITION**

Serves as Senior Program Manager in the expanding INL Office in Embassy Juba, South Sudan, supporting the INL Director. Interacts with Government of South Sudan, Civil Society and other donors on INL's behalf as directed. Maintains independent ledger on INL financial and property resources and coordinates with other Embassy offices and sections in completing annual budgetary and planning processes. Creates and maintains extensive database of key contacts. Develops and updates biographical information of key South Sudanese counterparts and actors. Drafts correspondence such as meeting agendas, meeting notes, invitations, and diplomatic notes (in consultation with the Front Office). Schedules meetings and other discussion fora. Execute motor pool, vehicle requests, security access requests, and room reservations for meetings and formal appointments. Assists in final preparation of Letters of Agreement, grants and donations of U.S. property and other program documentation, and maintains related inventory records. Performs end use monitoring (EUM) of goods transferred to the host government and prepares EUM reports and recommendations. Proactively track, maintain and improve relations with INL program participants & beneficiaries for reporting requirements, continuity within the Embassy, and programmatic development. Assembles biographical information in support of U.S. vetting procedures and requirements and performs related data input into a vetting system. Helps arrange official travel for USG personnel, organize meetings, and supports visits. Other activities, as required.

A copy of the complete position description listing all duties and responsibilities is available in the [HR Office](#).

## **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- A. Education: Four-year (undergraduate) university degree from an accredited school. Documented relevant work experience may be substituted in unusual circumstances.
- B. Prior Work Experience: At least three years of progressively responsible office management, administrative assistant, or program assistant experience, preferably including management of foreign diplomatic mission, a USG agency, UN agency offices, non-governmental organizations, etc.
- C. Post Entry Training: Training for this position is primarily provided on the job. Additional developmental on-line or in-person training may be provided through opportunities presented within the INL Bureau, State Department, or Embassy. Successful completion of the Department of State Management Control on-line course is required during first six months of employment.
- D. Language Proficiency: Level 4 fluency in English is required. Level 4 speaking fluency in Arabic, especially local variants, is preferred. Fluency in other local languages is desirable.
- E. Job Knowledge: A thorough understanding and knowledge must be gained of the Foreign Affairs Manual and Handbook, ICASS Handbook and applicable ICASS cable guidance, Department of State standardized regulations, management policies and procedures, and other pertinent U.S. Government law/regulations, as well as prevailing practice and local labor law. Must gain an understanding of the function and organizational structure of ICASS-serviced agencies and their applicable rules of operations.
- F. Skills and Abilities: Must be proactive, collegial, and team-oriented. Must be able to operate with great independence and autonomy within criteria established by the U.S. supervisor. Must possess excellent interpersonal skills and be comfortable dealing effectively and tactfully with individuals at all levels on the local and international scene. Must have outstanding oral and written communication skills. Must have good judgment in all aspects of professional conduct. Must have demonstrated foresight and self-assurance to identify problems and requirements and proactively develop and recommended solutions to the U.S. supervisor. Must be able to prepare statistical reports, incorporating graphics, percentages, etc;

devise, establish and maintain filing systems, both real and virtual; apply a broad range of administrative concepts and practices; and use standard office software and hardware found in U.S. embassies.

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically addresses the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- The candidate must be able to obtain and hold a Background Security Certification.

## **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

- [Universal Application for Employment \(UAE\) as a Locally Employed Staff or Family Member \(DS-174\); and](#)

- A current resume or curriculum vitae that provides the same information found on the UAE; **or**
- A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
- Candidates who claim U.S. Veterans preference must provide a copy of their [Form DD-214](#) with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO:**

U.S. Department of State Management Office  
U.S. Embassy Juba  
Kololo Road  
Juba, South Sudan

E-mail: [USEmbassyJubaHR@State.gov](mailto:USEmbassyJubaHR@State.gov)

E-mail Subject Line: Position Title: **Senior Program Manager**, Job #: **Juba-2016-INL- 36**.

**POINT OF CONTACT**

[USEmbassyJubaHR@State.gov](mailto:USEmbassyJubaHR@State.gov) or address a letter to: State ICASS Management Officer, U.S. Embassy Juba, Kololo Road, Juba, South Sudan.

**THIS POSITION WILL CLOSE ON JUNE 29, 2016 AT 5:00 pm**

The U.S. Mission in Juba, South Sudan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

**DEFINITIONS**

- **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:
  - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
  - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
  - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
- **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
  - U.S. Citizen;
  - EFM (see above) at least 18 years old;

- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  - Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  - Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
- **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
  - Is a U.S. citizen; and
  - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
  - Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
  - Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
  - Does not receive a Foreign Service or Civil Service annuity
- **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
  - Not an EFM;
  - Not on the travel orders of the sponsoring employee;
  - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

- **Not Ordinarily Resident (NOR)** – An individual who:
  - Is not a citizen of the host country;
  - Does not ordinarily reside (*OR*, see below) in the host country;
  - Is not subject to host country employment and tax laws; and,
  - Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

- **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:
  - Is locally resident; and,
  - Has legal, permanent resident status within the host country; and,
  - Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

[U.S. Department of State Intranet Site](#)  
[U.S. Department of State Internet Site](#)

DRAFTED: Jackson L. Charles, Human Resources Assistant  
CLEARED: Stetson A. Sanders, INL Director  
CLEARED: Richard J. Peterson, Management Officer